



**Miami-Dade County Building Department**  
**Permitting and Inspection Center**  
**11805 SW 26 Street**  
**Miami, FL 33175**

## **Commercial Plan Review Checklist**

*(Building Review)*

Project Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### **Instructions for using this form:**

1. This form provides a list of code requirements that must be verified by the Building Department before the issuance of a building permit.
2. Code references are to the 2004 Florida Building Code (unless otherwise noted). Suffixes identify the code volume as follows:  
  
Building (BI) - Existing (Ex) – Fuel/Gas (Gs) - National Electric Code (NEC) - Mechanical (Me) – Plumbing (PI)
3. Provide the drawing number (Dwg. No.) where compliance with the referenced code section may be verified or check the N.A. box whenever the code provision is not applicable.

General Requirement	Specific Code Requirement	Code Section(s)	Dwg. No.	N.A.	Other Information
Administration	Provide complete signed and sealed construction documents	106.1 (BI) 106.2 (BI)			
Occupancy Classification	Identify building occupancy				
	Single occupancy	302.1 (BI)			
	Mixed occupancy	302.3(BI)			
	Incidental use areas	302.1.1 (BI)			
	Accessory use areas	302.2 (BI)			
General Building Limitations	Area modifications	506 (BI)			Yes _____ No _____ If yes, refer to form CB-1 for calculations worksheet
	Minimum type of construction	602.1.1 (BI)			
	Single occupancies or non separated uses	302.3.2 (BI)			Yes _____ No _____
	Allowable height & area increases	504 (BI) and 506 (BI)			
	Minimum type of construction permitted	TABLE 503 (BI)			Construction Type _____ Refer to form CB-2 for calculation worksheet
	Mixed occupancy separated uses	302.3 (BI)			Yes _____ No _____
	Allowable height and area increases	504 ,506 (BI)			
	Minimum type of construction permitted	TABLE 503 (BI)			Construction Type _____ Refer to form CB-3 for calculation worksheet
Mezzanines	Area limitation	505.2(BI)			
	Egress	505.3 (BI)			
	Openness	505.4 (BI)			
	Equipment Platforms	505.5 (BI)			
Buildings of unlimited area	Sprinkled, one story	507.2 (BI)			
	Reduced open space	507.4 (BI)			
	Group A-3 building	507.5 (BI)			
	High-hazard use groups	507.6 (BI)			
	Aircraft paint hangar	507.7 (BI)			
	Group E building	507.8 ( B)			
	One story Group A without storage	507.9 (BI)			
Special Conditions	Special conditions that modify allowable height and areas	508 (BI)			
Special requirements based on occupancy		402 (BI)			
• Covered Malls	Egress	402.4, 402.11 (BI)			
	Mall width	402.5 (BI)			
	Unlimited area	402.6 (BI)			
	Fire separations	402.7 (BI)			
	Smoke control	402.9 (BI)			
	Kiosk requirements	402.10 (BI)			

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• Covered Malls (cont'd)	Emergency voice/alarm	402.12, 402.13 (BI)			
Special requirements based on occupancy (cont'd)					
• High Rise Buildings	Fire-resistance rating reduction	403.3 (BI)			
	Automatic fire detection	403.5 (BI)			
	Emergency voice/alarm systems	403.6 (BI)			
	Standby systems	403.10 (BI)			
	Emergency power systems	403.11 (BI)			
	Stairway doors	403.12 (BI)			
• Atriums		(404)			
	Atrium use	404.2 (BI)			
	Smoke control	404.4, 404.7 (BI)			
	Enclosure	404.5 (BI)			
	Automatic fire detection	404.6 (BI)			
	Interior finish	404.7 (BI)			
	Travel distance	404.8 (BI)			
• Other special occupancies					
	Underground structures	405 (BI)			
	Motor vehicle related occupancies	406, 508 (BI)			
	Group I – 2	407 (BI)			
	Group I – 3	408 (BI)			
	Motion picture projection rooms	409 (BI)			
	Stages and platforms	410 (BI)			
	Special amusement buildings	411 (BI)			
	Aircraft-related occupancies	412 (BI)			
	Combustible storage	413 (BI)			
	Hazardous materials	414 (BI)			
	Groups H-1, H-2, H-3, H-4, H-5	415 (BI)			
	Application of flammable finish	416 (BI)			
	Drying rooms	417 (BI)			
	Organic coatings manufacturing	418 (BI)			
	Hospitals	419 (BI)			
	Nursing Homes	420 (BI)			
	Pools	424 (BI)			
	Public Lodge	425 (BI)			
	Restaurants	426 (BI)			
Fire Protection	Identify construction type	602 (BI)			Type _____
• Combustibility	Identify non-combustible elements as needed for the construction type	602.2 thru 602.5, and 603 (BI)			Non-combustible? Yes (Y) or No (N)
	• Exterior wall				Y _____ N _____
	• Interior walls				Y _____ N _____
	• Structural frame				Y _____ N _____
	• Floor construction				Y _____ N _____
	• Roof construction				Y _____ N _____
• Fire Rating	• Identify fire rating	Table 601 (BI)			Indicate the rating <b>R</b> in hours, and fire

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					distance separation <b>D</b> in ft. when applicable
	• Structural frame				R _____ h
	• Interior bearing walls				R _____ h
	• Interior non bearing walls				R _____ h
	• Floor construction				R _____ h
	• Roof construction				R _____ h
	• Exterior bearing walls	Table 602 (BI)			
		North			R _____ h D _____ ft.
		South			R _____ h D _____ ft.
		East			R _____ h D _____ ft.
		West			R _____ h D _____ ft.
	• Exterior non bearing walls				
		North			R _____ h D _____ ft.
		South			R _____ h D _____ ft.
		East			R _____ h D _____ ft.
		West			R _____ h D _____ ft.
• Exterior walls	Identify required fire rated protection and area limitation of wall openings.	704.8 (BI) 704.12 (BI) 704.14 (BI)			
	Vertical separation of openings	704.9, 704.10 (BI)			
	Required parapets	704.11 (BI)			
• Fire barriers	Exit enclosures	706.3.2 (BI)			
	Horizontal exits	706.3.4 (BI)			
	Incidental use areas	706.3.5 (BI)			
	Mixed occupancies fire area separations	706.3.6 (BI)			
• Shafts	Exceptions	707.2 (BI)			
	Construction	707.3 – 707.14 (BI)			
Other fire resistant construction	Fire walls	705 (BI)			
	Fire partitions	708 (BI)			
	Smoke barriers	709 (BI)			
	Penetrations	712 (BI)			
	Fire resistant joint systems	713 (BI)			
	Opening protective	715 (BI)			
	Concealed spaces	717 (BI)			
	Thermal and sound insulating materials	719 (BI)			
Interior finishes	Smoke development	803.1 (BI)			
	Flame spread	803.1 (BI)			
	Floor finish	804 (BI)			
	Decorations and trim	805 (BI)			

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Means of Egress	Indicate occupant load	1004 and Table 1004.1.2 (BI)			Occupant load _____ Refer to form CB-4 for calculation worksheet
	Egress width (in./occupant) • Stairways • Other egress components	1005, 1009.1 and Table 1005.1 (BI)			Refer to form CB-5 for calculation worksheet.
	Number of exists	1014 , 1018 (BI)			Refer to form CB-6 for calculation worksheet.
	Exit signs	1006.3 (BI)			
	Illumination	1006.1 (BI)			
	Guards	1012 (BI)			
	Accessible means of egress	1007.1 (BI)			
	Doors	1008.1 (BI)			
	Special door/gates/turnstiles	1008.2, 1008.3 (BI)			
	Door landings, thresholds, arrangements	1008.1.4 (BI) 1008.1.5 (BI) 1008.1.6 (BI) 1008.1.7 (BI)			
	Door operation	1008.1.8 (BI)			
	Stairways	1009 (BI)			
	Handrails	1009.11, 1009.10.1 (BI)			
	Roof access	1009.12 (BI)			
	Ramps	1010 (BI)			
Exit Access		1013 (BI)			
	Egress through intervening spaces	1013.2 (BI)			
	Exit access travel distance, common path of travel	1013.3, 1015, 1015.1 (BI)			
	Aisles	1013.4 (BI)			
	Corridors/Egress balconies	1013.5, 1016 (BI)			
	Air movement in corridors	1016.4			
Exits/Exit Discharge		1005, 1006 (BI)			
	Exits/Exit Doors	1014.2, 1018 (BI)			
	Interior exit stairways	1005.3.2 (BI)			
	Horizontal exits	1021 (BI)			
	Exterior exit stairways	1022 (BI)			
	Exit Discharge	1023 (BI)			
Other Means of Egress		1007, 1008, 1009 (BI)			
	Assembly	1024 (BI)			
	Business	1026 (BI)			
	Educational	1027 (BI)			
	Factory-Industrial	1028 (BI)			
	Institutional	1029 (BI)			

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Other Means of Egress (cont'd)	Mercantile	1030 (BI)			
	Residential	1031 (BI)			
	Storage	1032 (BI)			
	Day care	1033 (BI)			
	Emergency escape and rescue	1025 (BI)			
	Equipment rooms	1034 (BI)			
Accessibility					
• New Construction					
	Areas not required to be accessible				
	• Applicability and general exception	11-4.1.1 (BI)			
	• Building Levels	11-4.3, 11-4.4, 11-8.2.4.1, 11-4.3.2 (BI)			
• Existing Buildings					
	Removal of architectural barriers	11-4.1.1(1)(b), 11-4.1.8 (BI)			
	Change of occupancy	Section 806 (Ex)			
	Alterations and additions	406, 506, 606, 706, 905 (Ex) 11-4.1.6(1) (BI)			
	Primary function area/Accessible route	11-4.1.6 (2) (BI)			
	Historic Buildings	11-4.1.7 (BI)			
	Areas not required to be accessible				
	• Building areas	11-4.1.6(1)(BI) (BI)			
	• Building levels	11-4.1.6(1)(d) (BI)			
	• Dwelling and sleeping units	11-9.1.5 (BI)			
	• Technically infeasible	11-4.1.6(1)(j), 11-4.1.6(3)(c), (d), (Ex), (f) (BI)			
	• Cost disproportionality	11-4.1.6(2) (BI)			
	• Ramps	11-4.1.6(3)(a) (BI)			
• Facility Access					
○ Exterior accessible route	Required exterior accessible route	11-4.1.2(1)-(4), 11-4.1.7(3)(a), 11-4.3.2 (BI)			
	• Site accessible route criteria and location	11-4.1.2, 11- 4.3.1 thru 11- 4.3.7 (BI)			
	• Changes in level	11-4.3.8 (BI)			
	• Protruding objects	11-4.1.2(3), 11- 4.4 (BI)			
	Curb ramps	11-4.3.3 (BI)			
	• Exceptions	11-4.7 (BI)			

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<b>Accessibility</b> <ul style="list-style-type: none"> <li>Facility Access</li> </ul> <b>Exterior Accessible Route (cont'd)</b>	<ul style="list-style-type: none"> <li>Parking spaces location, number and criteria</li> </ul>	11-4.1.2(5), 11-4.6.1thru 11-4.6.5 and 11-12 (BI)			
	<ul style="list-style-type: none"> <li>Passenger loading zone</li> </ul>	11-4.1.2.5(c), 11-4.6.6 (BI)			
<ul style="list-style-type: none"> <li>Accessible entrances</li> </ul>	Criteria	11-4.1.3(8), 11-4.1.7(3)(BI), 11-4.14 (BI)			
<ul style="list-style-type: none"> <li>Accessible means of egress</li> </ul>	Criteria	1007.1 (BI)			
	<ul style="list-style-type: none"> <li>Areas of refuge/area of rescue assistance</li> </ul>	11-4.1.3(9), 11-4.3.11 (BI)			
<ul style="list-style-type: none"> <li>Interior accessible routes</li> </ul>	Required interior accessible route	11-4.1.3(1), 11-4.1.7(3)(d), 11-4.3.2 (BI)			
	<ul style="list-style-type: none"> <li>Design criteria</li> </ul>	11-4.1.3(2)-(7) 11-4.1.6(3)(d), 11-4.3.3 11-4.3.10 (BI)			
<ul style="list-style-type: none"> <li>Doors</li> </ul>	Clear width	11-4.13.5, 11-4.1.6(3)(d) (BI)			
	Direction of swing, separation, access	1008.1.2, 1008.1.7, (BI)			
	Hardware, closers, opening force, power assisted	11-4.13.9 – 11-4.13.12 (BI)			
	Threshold	11-4.1.6(3)(d), 11-4.13.8 (BI)			
	Change in level	11-4.5.2, 11-4.3.8 (BI)			
	Protruding objects	11-4.4 (BI)			
<ul style="list-style-type: none"> <li>Signage</li> </ul>	Required signage	11-4.1.3(8)(d), 11-4.1.3(16), 11-4.1.3(19) , 11-4.1.6(3) 11-4.1.7(3)(e) 11-4.30, 11-7.3(3) (BI)			

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<b>Accessibility (cont'd)</b>					
○ Vertical Conveyance	Definition	11-4.7, 11-4.8 (BI)			
○ Ramps	Slope, rise, width, exception	11-4.1.6(3)(a), 11-4.8.2, 11-4.8.3, 11-4.1.7(3)(a) (BI)			
	Landings	11-4.8.4 (BI)			
	Handrails, guardrails	1010.8, 1010.10, 11-4.8.5 (BI)			
	Edge protection	11-4.8.7 (BI)			
	Cross slope, surfaces, outdoor conditions	11-4.8.6, 11-4.8.8 (BI)			
○ Lifts	Criteria	11-4.1.3.5, 11-4.1.6(3)(Gs), 11-4.11			
○ Elevators	Criteria	11-4.1.3.5, 11-4.1.6(1)(k), 11-4.1.6(3)(c), 11-4.10 (BI)			
○ Stairs	Where required	11-4.1.3(4), 11-4.9.1 (BI)			
	Treads, risers, nosing	11-4.9.2, 11-4.9.3 (BI)			
	Handrails	11-4.1.6(3)(b)(BI)			
	Outdoor conditions	11-4.9.6 (BI)			
	Stairway width	11-4.3.11.3 (BI)			
• Features and facilities	Storage cabinets, shelves, etc.	11-4.1.3(12), 11-4.25 (BI)			
	Controls and operating mechanisms	11-4.1.3(13), 11-4.27 (BI)			
	Alarms	11-4.1.3(14), 11-4.28 (BI)			
	Detectable warnings	11-4.1.3(15), 11-4.29 (BI)			
	Building signage	11-4.1.3(16), 11-4.30 (BI)			
	Telephones	11-4.1.3(17), 11-4.31 (BI)			
	Fixed or built-in seating or tables	11-4.1.3(18), 11-4.1.3(19), 11-4.1.6(3)(f), 11-4.32 (BI)			



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Accessibility	Assembly areas	11-4.1.3(19), 11-4.1.6(3) f, 11-4.33 (BI)			
• Features and facilities (cont'd)					
	Automated Teller Machines	11-4.1.3(20), 11-4.34, 11-7.2 (BI)			
	Dressing and fitting rooms	11-4.1.3(21), 11-4.1.6(3)h, 11-4.35 (BI)			
	Counters	11-5.2, 11-7.2 (BI)			
	Checkout aisles	11-7.2, 11-8.3 (BI)			
• Sanitary Facilities (other than within dwelling units and sleeping rooms)					
	Toilet and bathing rooms	11-4.1.3(11), 11-4.1.6(3)(e), 11-4.1.7(3)(c), 11-4.22,11-4.23 (BI)			
	• Unisex toilet and bathing rooms	11-4.1.6(3)(Ex) (BI)			
	• Water closets	11-4.16 (BI)			
	• Toilet stalls	11-4.17 (BI)			
	• Toilet rooms	11-4.22 (BI)			
	• Urinals	11-4.18 (BI)			
	• Lavatories and mirrors	11-4.19 (BI)			
	• Bathtubs	11-4.20 (BI)			
	• Showers	11-4.21 (BI)			
	Drinking Fountains	11-4.1.3.10, 11-4.15 (BI)			
	Handrails, grab bars	11-4.26 (BI)			
	Sinks	11-4.24			
• Special Occupancies					
○ Assembly					
	• Listening systems	11-4.1.3(19)(BI), 11-4.33.6, 11-4.33.7 (BI)			
	• Wheelchair spaces	11-4.1.3(19)(a), 11-4.2,11-4.33.2 (BI)			
	• Companion seats/designated aisle seats	11-4.1.3(19)(a), 11-4.33.3 (BI)			
	• Performance areas	11-4.33.5,			
	○ Exception	11-4.1.3(5) Exemption4(a) (BI)			

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Accessibility	• Dining areas	11-4.32.2 (BI)			
• Special Occupancies					
• Assembly (cont'd)					
	• Restaurants and cafeterias	11-5 (BI)			
	• Medical care facilities	11-6 (BI)			
	• Business and Mercantile	11-7 (BI)			
	• Libraries	11-8 (BI)			
	• Transient Lodging	11-9 (BI)			
	• Transportation facilities	11-10 (BI)			
	• Residential Buildings	11-11 (BI)			
	• Theme Parks	11-12 (BI)			
Interior Environment	Ventilation	1203 (BI)			
	Lighting	1205 (BI)			
	Yards or courts	1206 (BI)			
	Sound Transmission	1207 (BI)			
	Interior space dimensions	1208 (BI)			
	Access to unoccupied spaces	1209 (BI)			
	Surrounding materials	1210 (BI)			
Nonstructural Materials	Glass and Glazing				
	• Sloped glazing	2411.8 (BI)			
	• Safety glazing	2411.3.1.3, 2411.4, 2411.5, 2411.6, 2411.7 (BI)			
	• Glass veneer	2412 (BI)			
	• Storm shutters	2413 (BI)			
	• Curtain Walls	2414 (BI)			
	• Structural glazing systems	2415 (BI)			
	Gypsum Board and Plaster				
	• Lathing	2514 (BI)			
	• Plaster	2515 (BI)			
	• Stucco	2516 (BI)			
	• Gypsum board	2517 (BI)			
	• Suspended and furred ceiling	2518 (BI)			
	• Asbestos	2519 (BI)			
	• Tile	2520 (BI)			
Special Devices and Conditions	Special Construction				
	• Membrane structures	3102 (BI)			
	• Awnings and canopies/Marquees	3105, 3106 (BI)			
	• Radio and television towers	3108 (BI)			
	• Structures seaward of coastal construction line	3109 (BI)			

# AREA MODIFICATION CALCULATION WORKSHEET "CB-1"

AREA MODIFICATIONS TO TABLE 503? Yes \_\_\_\_\_ No \_\_\_\_\_

IF YES, COMPLETE THIS SECTION:

% of Allowable tabular area,  $A_t$  (Table 503) \_\_\_\_\_ **100%**

% Increase for frontage,  $I_f$  (506.2) \_\_\_\_\_  
+ \_\_\_\_\_ %

% Increase for automatic  
sprinklers,  $I_s$  (506.3) \_\_\_\_\_  
+ \_\_\_\_\_ %

Total percentage factor \_\_\_\_\_  
+ \_\_\_\_\_ %

Conversion Factor \_\_\_\_\_  
Total percentage factor + 100%

Frontage (506.2)	_____ ft	_____ ft	_____ ft	_____ ft
	North	East	South	West
Total Frontage ( $F$ )	_____ ft.		Perimeter ( $P$ )	_____ ft.
Minimum width open space ( $W$ ) = _____				
% Frontage increase ( $I_f$ ) = _____ (506.2)				
$I_f = 100 \left[ \frac{F}{P} - 0.25 \right] \frac{W}{30}$				

## CONSTRUCTION TYPE CALCULATION WORKSHEET "CB-2"

Using Table 503, identify the allowable height and area of the single occupancy or the most restrictive of the non-separated mixed occupancies. Construction types that provide an allowable tabular area equal to or greater than the adjusted building area and allowable heights (as modified by Section 504) equal to or greater than the actual building height are permitted.

## DETERMINE CONSTRUCTION TYPE

Actual building area \_\_\_\_\_ ft.<sup>2</sup>

$$\frac{\text{Adjusted building area}}{\text{Actual building area / conversion factor}} \text{ ft.}^2$$

Actual building height	feet	stories
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Allowable building height \_\_\_\_\_ feet \_\_\_\_\_ stories

Minimum type of construction permitted

**CHECK ALLOWABLE AREA (503.3)**

Allowable area per floor ( $A_a$ )
$$\frac{\text{Conversion factor}}{\text{Conversion factor}} \times \frac{\text{Tabular area (Table 503)}}{\text{Tabular area (Table 503)}} = \text{ft.}^2$$
Total floor area (all stories) ft.<sup>2</sup>

Allowable floor area (all stories)

$$\frac{\text{Allowable area per floor (A)}}{\text{Number of stories (maximum 3)}} = \text{ft.}^2$$

# CONSTRUCTION TYPE MIXED OCCUPANCY SEPARATED USES CALCULATION WORKSHEET "CB-3"

Using Table 503, identify the allowable height and area of each of the separated uses within the building. Construction types that provide for each story of the building, tabular areas (as modified by Section 506) which result in a sum of the ratios of 1.00 or less and allowable heights (as modified by Section 504) equal to or greater than the actual height of the use are permitted.

Story	Group	Actual floor area	Adjusted floor area*	Actual Height	Allowable Height
_____	_____	_____ ft <sup>2</sup>	_____ ft <sup>2</sup>	_____ ft <sup>2</sup> _____ stories	_____ ft <sup>2</sup> _____ stories
_____	_____	_____ ft <sup>2</sup>	_____ ft <sup>2</sup>	_____ ft <sup>2</sup> _____ stories	_____ ft <sup>2</sup> _____ stories
_____	_____	_____ ft <sup>2</sup>	_____ ft <sup>2</sup>	_____ ft <sup>2</sup> _____ stories	_____ ft <sup>2</sup> _____ stories
_____	_____	_____ ft <sup>2</sup>	_____ ft <sup>2</sup>	_____ ft <sup>2</sup> _____ stories	_____ ft <sup>2</sup> _____ stories
_____	_____	_____ ft <sup>2</sup>	_____ ft <sup>2</sup>	_____ ft <sup>2</sup> _____ stories	_____ ft <sup>2</sup> _____ stories
		_____ ft <sup>2</sup>	_____ ft <sup>2</sup>	_____ ft <sup>2</sup> _____ stories	_____ ft <sup>2</sup> _____ stories
		<b>Σ Adjusted floor area per story*</b>	<b>=</b>	<b>_____ + _____ + _____ + _____ + _____ =</b>	<b>_____ ≤1.00</b>
Allow tab. Area, A <sub>t</sub> (Table 503) per story.					

\*Adjusted floor area = actual floor area / conversion factor

CHECK ALLOWABLE AREA (503.3)

Allowable area per floor (A<sub>a</sub>)

$$\frac{\text{Conversion factor}}{\text{Conversion factor}} \times \frac{\text{Tabular area (Table 503)}}{\text{Tabular area (Table 503)}} = \text{_____ ft}^2$$

Total floor area (all stories)

Allowable floor area (all stories)

ft<sup>2</sup>

ft<sup>2</sup>

Minimum allowed type of construction

$$\frac{\text{Allowable area per floor (A}_2\text{)}}{\text{Allowable area per floor (A}_2\text{)}} \times \frac{\text{Number of stories (maximum 3)}}{\text{Number of stories (maximum 3)}} = \text{_____ ft}^2$$

Compliance verified (Mixed Occ. Separated)